



City of Kirkland Sharing Program Donation Form

A complete Sharing Program Guide, including Donation instructions and current price sheet is available upon request and on the City's website at <http://www.kirklandwa.gov/depart/parks/Donations.htm>.

To advance with a donation, for donation questions, or to check availability, contact Parks Coordinator Nicci Osborn at 425.587.3342 or nosborn@kirklandwa.gov. A formal donation can be made by completing the information below, attaching a check for full amount of the item (made payable to City of Kirkland), and mailing it to: City of Kirkland Parks and Community Services Department, Attn: Nicci Osborn, 123 5th Avenue, Kirkland, WA 98033. To drop off this form in person, the office address is Parks Department Maintenance and Operations Office, 1129 8th Street, Kirkland, WA, 98033. Building hours are 6:30am to 3:30pm

Donor(s) Name(s): _____

Organization Name (if applicable): _____

Donor Mailing Address: _____

City: _____ State: _____ Zip: _____

Donor Phone Number(s): _____

Donor Email Address: _____

Is This A Contribution Towards A Group Donation? (circle one) Yes No

If a group donation, who is the primary contact? _____

Donating Item (Bench, table, etc.): _____ Enclosed Amount: _____

Donation In Honor Of or Reason for Donation: _____

Desired Park: _____

Requested Area/Location within the Park (if known): _____

Plaque Verbiage: 1-5 lines is possible. Approximate maximum of 50 characters (including spaces and punctuation) per line. The more characters per line, the smaller the font and font spacing, which can make a plaque difficult to read. Font standard is TIMES NEW ROMAN and all caps (LARGER AND SMALLER ALL CAPS). Please print clearly, check spelling and punctuation.

I have received, read, understand and agree to the terms and conditions of the City of Kirkland Sharing Program Guide. I understand the term of a bench/table donation is 15 years. I understand I am responsible for maintaining my contact information with the City throughout the 15 year term of the donation.

Donor Signature: _____ Date: _____

